

Activate/Deactivate a User

To activate/deactivate a user, complete the following steps:

1. From the **Administration** tab, select **User Administration>Manage Users**. The *Step 1 of 2: Select a User* page appears.
2. Select the **user profile radio button** that you want to activate/deactivate.



Application Tip

You can only activate/deactivate one user profile at a time.

3. Select **Activate/Deactivate** as shown in Figure 1.

Figure 1. Step 1 of 2: Select a User (Activate/Deactivate a User)

The screenshot shows the 'Manage User' interface with the following data table:

| Select | OTC Endpoint | ALC+2 | User ID | User Name | Active | Locked |
|----------------------------------|--------------|------------|------------------|---|--------|--------|
| <input type="radio"/> | CAS BofA | 14160006R9 | atestf02 | Auto Testfve | ✓ | |
| <input type="radio"/> | CAS BofA | 14160006R9 | atesto01 | Auto TestOne | ✓ | |
| <input checked="" type="radio"/> | CAS BofA | 14160006R9 | otcnetDebug01529 | Evkod Qjovsn | ✓ | |
| <input type="radio"/> | CAS BofA | 14160006R9 | otcnetDebug01530 | Ydfip Cxgquykr | ✓ | |
| <input type="radio"/> | CAS BofA | 14160006R9 | otcnetDebug01636 | Lxfrigy Vvgnbrsaw | ✓ | |
| <input type="radio"/> | CAS BofA | 14160006R9 | otcnetDebug01696 | Jaus Ghzpoh | ✓ | ✓ |
| <input type="radio"/> | CAS BofA | 14160006R9 | otcnetDebug01720 | Akimpig Midobvyyjmv | ✓ | |
| <input type="radio"/> | SruLLE6 | 1601200401 | otcqef49 | otcnet tcnqeChkAdmin | ✓ | |
| <input type="radio"/> | SruLLE6 | 1601200401 | otcqef51 | otcnet tcnqeChkLeadOp | ✓ | |
| <input type="radio"/> | ABC test1 | 1600008011 | otqef176 | otcnet tcqeeChkSupervisorFA_Bureau of the Public Debt | ✓ | |

Buttons at the bottom: Cancel, **Activate/Deactivate**, Unlock Account, Reset Password and MFA, Print User List.

4. The Step 2 of 2: Review User Profile for Activation/Deactivation page appears.
5. Verify the user profile should be activated/deactivated. Select **Submit**. A *Confirmation* page appears presenting the user profile that is activated/deactivated.



Additional Buttons

- Select **Return to View User Profile List** to return to the View User Profile List for that terminal.
- Select **Return Home** to the OTCnet Home Page.